



CDG BOARD AND INTERVIEW PROCESS

ACQUISITION SUPPORT CENTER
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ANNOUNCEMENT HIGHLIGHTS

- Announcement Opened on **22 August 2006.**
- Closes on **20 October 2006.**
 - Applications Must Reach the HRC NLT **1600 hours 20 October 2006.**
 - Board In Two Phases:
 - Phase 1 – Application Package – **20 October 2006.**
 - Phase II – Personal Interview – O/A **8 January 2007.**
- Three Training Tracks:
 - PM Staff Office
 - PM Track With PMO Experience
 - PM Track Without PMO Experience

HOW TO APPLY

- Required Documents:
 - ACRB – Original Signature Required
 - Evaluations – Last **THREE** Evaluations With Support Forms
 - Senior Rater Potential Evaluation (SRPE) – Senior Rater and Applicant **MUST SIGN**
 - Resume – Use Prescribed Format
 - CDG/AAF Mobility Agreement – Original Signature (Print and Sign)
 - Self-Certification Form – Original Signature
 - Regional/Program Preference Form - Original Signature
 - Administrative Organizational Return Rights and Command Endorsement
 - Employee Signature
 - Supervisor Signature
 - Human Resources Signature
 - Command Endorsement Signature
 - Notification of Personnel Action (SF 50)

TIPS FOR APPLICATION PREPARATION

- Work with Your ACM **EARLY** and **OFTEN**
- Follow the Announcement Instructions to the Letter
- Don't Include Additional Documents
- Don't Staple or Bind Your Application With Anything Other Than a Butterfly Clip
- Submit Your Application **EARLY**
- **DO NOT USE GOVERNMENT POSTAGE**

RESUME TIPS

- Provide Specific Examples of Success
 - Problem Encountered, Action Taken, Results Achieved and Skills Applied
- Eliminate Personal Pronouns such as “I”, “Me” and “My” and Articles like “the”, “a” and “an”
- Watch for Typos and Misspelled Words
 - “Rabid Typist”
 - Instrumental in Ruining the Entire Operation
- The Purpose of This Resume is to Communicate Your Experiences and Accomplishments and to Obtain an Interview
 - Tailor Your Resume to Meet this Goal
- Address Military Experience

BOARD PROCESS

■ **Phase I - Application Review**

- All Eligible Applicants Reviewed
- Referral List Sent to Convening Authority
- Referral List Approved By Convening Authority
- Applicants Appearing on Referral List Notified and;
- Interviews Scheduled

■ **Phase II - Applicant Interview**

- Interviews Conducted
- Selection Recommendations Sent to Convening Authority
- Convening Authority Approves List
- Selectees Notified
- List Released
- Selectees Attend Orientation

PHASE I – BOARD FILE REVIEW

- The Board File Contains Your
 - ACRB
 - Address your Military Experience
 - Resume
 - Evaluations
 - SRPE
- The Board Members Independently
 - Review the File
 - Vote the File
- Then the Board Determines
 - “Cut” Line

PHASE II - INTERVIEW

- Interviews are Conducted at Human Resources Command (HRC) in Alexandria, VA
- Travel Costs are Centrally Funded By USAASC
- Interviews Last Between 15-30 Minutes
- Five (5) Board Members
 - President, Current or Former Project Manager or ACMA
 - Civilian
 - Remaining Members are GS-14s and Lieutenant Colonels
 - Former Product Managers/DPM

WHAT DOES THE CDG/AAF PANEL LOOK FOR DURING THE INTERVIEW?

- Interest in Your Career
 - Do You Have Career Interests Outside Your Current Job/Organization?
 - Have You Completed Additional Training/Education Beyond What is Required for Your Current Job?
 - Do You Have a “Plan” for the Rest of Your Career?
- A Variety of Experiences
- Potential to Succeed
 - Evident Not Only in SRPE Comments But Through Different Job Assignments/Evaluations
- Performance
 - Interview Responses
 - Ability to “Think on Your Feet”
 - Can You Evaluate and Respond to Panel Questions Quickly?
- Evidence of Leadership Experience
 - Doesn’t Have to Be Supervisory
 - Emphasize Other Leadership Roles
 - Team Leader/IPT Leader

PLANNING A SUCCESSFUL INTERVIEW

- **Be Prepared to:**

- Discuss Your Current Job
- Discuss Your Desires for Future Jobs
- Talk About Who You Are
- Answer Questions About Your Career

- **Examples of Questions That Might Be Asked Are:**

- We Often Have to Deal With Difficult People and Difficult Situations; Can You Explain One That You Have Dealt With in the Past and How You Dealt With it?
- How Do You Keep Abreast With What's Going on in Your Organization/Your Career Field/Your Acquisition Profession?
- Describe for Us One of Your Biggest Disappointments in Your Work History.
- Which of the Available CDG Career Tracks Did You Choose and Why?
- What Do You See as the Issues or Concerns Facing the Acquisition Workforce as a Whole?

TIPS FOR A SUCCESSFUL INTERVIEW

- **The Obvious:**
 - Dress Appropriately
 - Pay Attention to the Details of Questions
- **The Not-so-Obvious:**
 - Know What the CDG/AAF is and What it's Goals Are ---
 - Be Prepared to Respond to Non-Traditional Questions
 - Be Aware of Body Language, Both Yours and the Interviewer's
 - Practice Ahead of Time
 - Anticipate Tough Questions

WHY WASN'T I SELECTED?

- Board Members Feedback From YG05 Records Review
 - “Responsible for” Driven Resume vs. “Accomplishment” Driven Resume
 - Conflicting Comments/Overall Rating on SRPE
 - Evaluations That Don’t Address Quantifiable Results
- Board Members Feedback From YG05 Interviews
 - Poor Communication – Talked Too Little, Talked Too Much, Rambled, Evasive
 - Poorly Prepared, Asked No Questions, Has No Knowledge About CDG/AAF Program
 - Vague Interests, Lack of Career Goals, is Unsure of Career Goals
 - “What’s in it for me?”

CONCLUSION

- **DO:**
 - Have Your Application **REVIEWED** By Your **ACM before Submission**
 - Tailor Your Resume to **GET RESULTS** (An Interview!)
 - **PRACTICE** for the Interview

ACQUISITION SUPPORT CENTER

- Shirley Hornaday (Southern/Western Regional Director)
- LaVerne Kidd (Acquisition Career Manager for CDGs)